

New User Registration

Step 1

From the CalATERS web site at http://www.sco.ca.gov/calaters_global.html Under Global Sign In, click CalATERS Global.





Write down your User ID.

Complete any blank fields and click



The system will send your temporary password to the email address provided on this screen, once registration is complete.

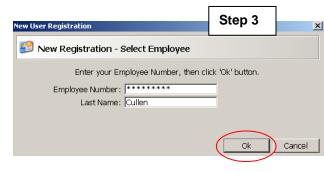


Click New User Registration.



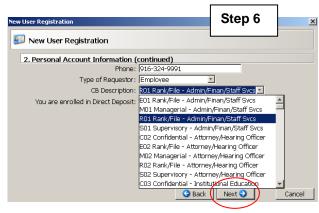
Complete blank fields.

The "Type of Requestor" for State employees should be "Employee".



Enter your Social Security Number and Last Name, and then click Ok

Steps 4 - 15 provide guidelines on updating your system Profile screens. Unless noted otherwise, fields that are grayed out cannot be updated.



Select the Employee's CB Description, then click

Next •

(Direct Deposit section will be auto-filled with a Y or N, indicating how you receive your payroll).



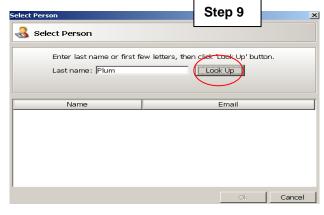
New User Registration

New User Registration	Step 7	×
New User Registration		
Mailing Address:		
Street:		
State: Zip Code: Is your residence address same as mailing address?	Yes 🔻	
♦ Bac	k Next 🔾	Cancel

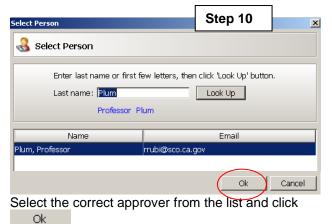
Enter mailing address. If different from residence address, click No, and complete the remaining fields. Click Next .

New User Registration	Step 8	X	
New User Registration			
Organization			
Dept Name: 0840 State Controller's O			
Division Name: ISD			
Bureau Name: *			
Unit Code:			
Approver: Change Defa	ault Approver		
Work Street:			
Work City:			
Work State: Work Zip Code: -			
G	3ack Next ⊘	Cancel	

Click Change Default Approver



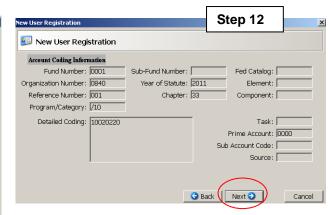
Enter the approver's last name and click Look Up



If your approver is not listed, he/she may not be registered. Click Cancel if Approver is not listed. If an Approver was selected, the Approver's name will appear in blue on the Select Person screen.



Complete remaining fields on the Organization screen and click Next .



This is your default Account Coding. No required entry on this screen.





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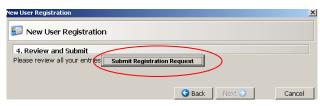


A Long Term Assignment (LTA) is a pre-approved business trip of more than 30 days. If you are not on a LTA, click Next If you are on a LTA, select Yes, complete remaining fields and then





No entry required on the Miscellaneous Profile screen. Click Next .



Click Submit Registration Request



Registration is complete. Your CalATERS systemassigned password will be mailed to the e-mail address listed in your profile.



Note: The system-assigned 8 character password may be changed. Refer to <u>Change Your Password</u> instructions.